

DD/M&S BRIEFING NOTES - 14 APRIL 1973

In the time allotted to me I will try to describe the organizational make-up of SPD, outline the major elements of the role of SPD and comment briefly on some of the activities of the branches. STAT



The Division plays a variety of personnel management roles in the areas of support direction and control:

We serve as a centralized channel for the collection of and feed-back to recruiters of data relative to Agency-wide staffing needs - ASP.

We screen, advertise and process applicants for components - Skills Bank.

We serve as a review and approval arm for the D/Pers re personnel actions, promotions, QSI's, reassignments, LWOP's, appointments, conversions from contract to staff, etc.

We select, process, EOD, orient and assign all new clerical employees for the Agency.

We act as the Agency's correspondent and send out 30,000 letters per year.

We provide feedback to components through pre-exit and follow-up interview programs.

We serve as third party for employees who cannot or will not talk to their own supervisors.

We constitute a source of how to do it information for the components.

We follow-up with components re NTE dates, FR's, Reserve Appointments, LWOP.

Some actions we have taken to reduce costs, speed up actions, and streamline the system:

Pre-processing interview concept

Vacancy Notices

Reduce time in TAS, clerical testing/processing - provisional clearances

Problem areas - areas for improvement:

Should not need 3000 applicants to get 500 EOD's

Someday - pre-process and pre-assign clericals

Speed up the hiring decision and EOD process

CTP elimination

Contract employee processing

ASP refinement

STAT

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